

Modisette Award for Public Libraries

The Louisiana Library Association Modisette Award for Public Libraries is given biennially, if merited in even numbered years. Considerations will be given to improvements in either the first two or second two years of the three-year period preceding the awarding year.

The deadline is **January 15, 2012**.

Purpose: To reward and encourage the improvement of public library service.

Pre-requisites: Must be an operating Louisiana public library; the public library director must be a current member of LLA and either the library must be a current institutional member of LLA or the trustees must be current members of LLA; applications for the award may originate with librarians, trustees, or interested citizens; must submit the application in its entirety in **four** complete packets; only **one scrapbook** is required.

Evaluation criteria: Statement of improvement wherein the applicant states the areas of improvement to justify the award. Statement not to exceed two pages, 8 ½” by 11,” typed, one side only; completion of the application questionnaire and the appropriate documentation; clear documentation of the level of effort in striving for the Standards for Public Libraries of Louisiana.

Mail package to ex-eflico
Committee member:

Meg Placke
State Library of Louisiana
701 North 4th St.
Baton Rouge, LA 70802

If you have any questions contact committee chair Mary Cospet LeBoeuf at mcleboeuf@mytpl.org or 985-876-5861, ext. 237.



**MODISETTE AWARD 2012
QUESTIONNAIRE
For Public Libraries**

Name of Library: _____ Years covered by report: 2009- 10 _____
2010-11 _____

Population of Parish: _____ (latest U.S. Census Bureau estimate)

I. FINANCES

A. Was there an increase in operating funds over previous year? 2009 _____
(Do not include building and remodeling funds.) 2010 _____
2011 _____

If yes, how much? 2009:
2010:
2011:

Source(s) of increase and how increase was achieved:

2009:
2010:
2011:

B. Did you receive funds for building or remodeling? 2009 _____
2010 _____
2011 _____

If yes, how much?
2009:
2010:
2011:

Source(s) of funds (bond issue, tax election, gift, etc.):

2009:
2010:
2011:

II. FACILITIES

Please fill in names of branches and answer following questions (yes or no, where possible). If you need more space, please photocopy form and attach.

		Central Library	Branches			
A. Population served						
B. Is building centrally located?	2009					
	2010					
	2011					
C. Is building well marked for identification?	2009					
	2010					
	2011					
D. Are hours of service posted conspicuously? Show photograph.	2009					
	2010					
	2011					
E. Does building have work room for staff?	2009					
	2010					
	2011					
F. Was building designed especially for use as a library, whether rented or owned?	2009					
	2010					
	2011					

G. Is building accessible to the handicapped?	2009					
	2010					
	2011					
8. Does building meet space requirements determined by population? Give square footage.	2009					
	2010					
	2011					

* *Standards for Public Libraries in Louisiana*, published in 2010, established the space requirement for public libraries at 1 square foot per capita for essential standards or 1.25 square foot per capita for enhanced/comprehensive standards.

H. Has your board approved the Library Bill of Rights?

Does the library make a real effort to provide materials presenting all points of view on controversial topics?

Describe how this is done.

2009:

2010:

2011:

I. How many distinct titles of periodicals does the library system receive per capita?

2009:

2010:

2011:

J. What percentage of the annual operating budget was expended for non-print materials?

2009:

2010:

2011:

IV. PERSONNEL

- A. Does the library have a written classification and pay plan?
Submit copies, with evidence of last review. 2009____
2010____
2011____
- B. When was the last time it was reviewed by the library board with the librarian? 2009____
2010____
2011____
- C. Does the library have a written policy manual of personnel practice?
(If yes, attach copy.) 2009____
2010____
2011____
- D. Is a copy of the personnel policy manual given to each new employee? 2009____
2010____
2011____
- E. Does the administrative librarian have a master's degree in library science? 2009____
2010____
2011____
- F. Is she/he certified by the State Board of Library Examiners? 2009____
2010____
2011____
- G. Does the professional staff make up 1 per 10,000 per capita? 2009____
2010____
2011____
- Does the professional staff make 1 per 8,000 per capita? 2009____
2010____
2011____
- H. Is there one staff member for each 2,000 people in service area? 2009____
2010____
2011____
- or
- Is there one staff member for each 1,500 people in service area? 2009____
2010____
2011____
- I. Is each new employee given an in-depth orientation to the library and
training in her/his specific duties? 2009____
2010____
2011____
- J. Describe the in-service training in which the librarian and/or staff participated during the year (i.e., staff
meetings, workshops, conferences, extension courses). Submit proof of each in-service training.

2009:

2010:

2011:

V. SERVICE

A. Does the library have a written mission statement? 2009____
If yes, attach a copy. 2010____
2011____

B. Does the library have a written statement of goals and objectives? 2009____
If yes, attach a copy. 2010____
2011____

When was the last time it was reviewed by the board with the librarian? _____

C. Did you make an in-depth study and evaluation of any phase of your 2009____
service, such as bookmobile service, during the year? 2010____
If yes, describe how study was conducted. 2011____

2009:

2010:

2011:

D. Does the library maintain a complete and up-to-date information file on 2009____
community organizations and parish and municipal officials? 2010____
If yes, how and when is file updated? 2011____

E. Does the library make a real effort to serve the needs of all groups 2009____
(i.e., business, aged, disadvantaged)? (Do not include cooperative projects, 2010____
as they are covered in No. VI.) 2011____

If yes, describe any special effort(s) made during the year.

Group

How Served

2009:

2010:

2011:

F. Give schedule of hours the central library is open to the public.

2009:

2010:

2011:

G. How often is the bookmobile schedule reviewed and revised?

Reviewed _____

Revised _____

H. Were bookmobile schedules printed in local newspapers and distributed in the community?

2009 _____

2010 _____

2011 _____

VI. PROGRAMMING

A. Does the library actively schedule programs to serve the public?

2009 _____

2010 _____

Describe programs held.

2011 _____

2009:

2010:

2011:

B. Has the library engaged in cooperative projects with non-library groups or organizations?

2009_____

2010_____

2011_____

If yes, describe the project(s).

2009:

2010:

2011:

C. Does the library utilize volunteers in its programs?

2009_____

2010_____

2011_____

If yes, describe the program(s).

2009:

2010:

2011:

D. Describe the use made of audiovisual media in your program.

2009:

2010:

2011:

VII. TECHNOLOGY

A. Was there an increase in the use of technology?

2009_____

2010_____

2011_____

If yes, how was the change implemented?

2009:

2010:

2011:

Describe the results of technology increases.

2009:

2010:

2011:

VIII. PUBLIC RELATIONS

A. Was a year-round public relations program planned and executed?

2009_____

2010_____

2011_____

B. Describe with detail your library's public relations programs.
Include all media used. Submit samples.

2009:

2010:

2011:

- C. List publications issued (such as service folder, annual report, booklets, newsletters, direct mail publicity, etc.) and indicate for each:

<u>Title of publication</u>	<u>How distributed</u>	<u>To whom</u>	<u>Frequency</u>
2009:			
2010:			
2011:			

- D. Submit samples of the library's publications.

VIII. ORGANIZATIONS

- | | |
|---|-----------|
| A. Does the board meet regularly at least four times a year? | 2009_____ |
| | 2010_____ |
| | 2011_____ |
| B. Does the police jury president or his representative attend board meetings regularly? | 2009_____ |
| | 2010_____ |
| | 2011_____ |
| C. Does the librarian make an effort to keep the board informed of significant library development in the state and nation? | 2009_____ |
| | 2010_____ |
| | 2011_____ |

If yes, describe how this is done.

2009:

2010:

2011:

- D. Are new trustees given an orientation to the library and its services?
If yes, describe how this is done. 2009____
2010____
2011____
- 2009:
- 2010:
- 2011:
- E. Does the library director belong to LLA? 2009____
2010____
2011____
- F. Does the library director belong to ALA? 2009____
2010____
2011____
- G. How many board members belong to LLA? 2009____
2010____
2011____
- H. How many board members belong to ALA? 2009____
2010____
2011____
- I. Does the board have representation at regional trustee meetings? 2009____
2010____
2011____
- J. Did the board have representation at the LLA Conference? 2009____
2010____
2011____
- K. Did the board have representation at the ALA Conference? 2009____
2010____
2011____
- L. Does the library have a manual clearly outlining its operating policies
and procedures? 2009____
2010____
2011____
- M. When was the last time the manual was reviewed by the librarian and the staff? 2009____
2010____
2011____

- N. How often are branches visited by the librarian or the professional assistant in charge of branches? 2009____
2010____
2011____
- O. How often are bookmobile routes made by the librarian or the professional assistant in charge of bookmobiles? 2009____
2010____
2011____
- P. Are all records kept up to date (not more than four weeks unposted)? This includes financial, personnel, statistics or use records. 2009____
2010____
2011____
- Q. Please include any information not previously given that would help the committee make a decision.
- R. In one page, summarize the library's most impressive improvements and give concrete examples of their impact on the community.

Applications must be filled out, postmarked no later than January 15, 2012, and mailed to:

Meg Placke
State Library of Louisiana
Modisette Award Public Library Committee
701 North 4th Street
Baton Rouge, LA 70802

If you have any questions contact Chair Mary Cospier LeBoeuf:

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985-876-5158, ext. 237